



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly
Meeting Agenda

Wednesday, May 18, 2022

3:30 PM

Captain's Room, B-102



**AUXILIARY PROGRAMS CORPORATION
BOARD OF DIRECTORS**

Agenda

Quarterly Meeting
Wednesday, May 18, 2022
Captain's Room, B-102

Allan Hancock College
800 South College Drive, Santa Maria, CA 93454

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D.
Alejandra Enciso
Sarai Gonzalez

AGENDA

	<u>Page</u>	<u>Est. Time</u>
1. <u>Call to Order</u>		3:30 PM
2. <u>Public Comment</u>		3:35 PM
<p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome after the discussion of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, the discussion is then closed for public comment and will be confined to board members only. This practice is in accordance with laws governing Board of Directors meetings in public.</p>		
3. <u>Action Items</u>		3:40 PM
3.a. Minutes of the March 10, 2022 Meeting	3	
<p>A recommendation to approve the minutes of the March 10, 2022 meeting.</p>		
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	6	
<p>A recommendation to approve donations to PCPA of \$500 or greater made during the period of November 1, 2021 through January 31, 2022.</p>		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	8	
<p>A recommendation to approve donations to PCPA of \$500 or greater made during the period of February 1, 2022 through April 30, 2022.</p>		
3.d. PCPA Public Relations/Advertising Report of Expenses/ In-kind Promotions/Cash Sponsorships of \$500 or Greater	9	
<p>A recommendation to approve the public relations/advertising expenses/ in-kind trade/cash sponsorships of \$500 or greater for the period of February 1, 2022 through April 30, 2022.</p>		

	<u>Page</u>	<u>Est. Time</u>
4. <u>Information Items</u>		4:00 PM
4.a. Financial Report for Auxiliary Programs	10	
A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund and PCPA Special Revenue Fund.		
5. <u>Oral Reports</u>		4:15 PM
5.a. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
6. <u>Adjournment</u>		4:30 PM

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at 805-922-6966 ext. 3454. Please make requests 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.



MINUTES
 Auxiliary Programs Corporation
 Board of Directors
 Annual and Quarterly Regular Meeting
 Thursday, March 10, 2022

Allan Hancock College
 800 S. College Drive, Santa Maria, CA 93454

Annual Meeting

1. Call to Order

Dr. Curry called the meeting to order at 1:04 p.m. with the following directors present:
 Curry, Gonzalez, Medina, Smith

Absent: Dr. Walthers

Staff Present: Mark Booher, Jennifer Schwartz, Shelby Scott, Keli Seyfert

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Dr. Curry gave a report on the appointment of directors for 2022. The Academic Senate has not yet made a faculty appointment for 2021-22.

3. Action Items

3.a. Election of Officers

On a motion by Trustee Medina, seconded by Eric Smith, the board of directors voted to elect Dr. Walthers as president, Eric Smith as treasurer, and the faculty appointment (when selected) as secretary to serve a one-year term. (Ayes: Curry, Gonzalez, Smith; Noes: None; Concur: Medina; Absent: Walthers)

3.b. 2022 Meeting Dates

On a motion by Eric Smith, seconded by Sarai Gonzalez, the board of directors voted to hold its quarterly meetings on May 18, August 17, and November 30, 2022. (Ayes: Curry, Gonzalez, Smith; Noes: None; Concur: Medina; Absent: Walthers)

Regular Meeting

4. Public Comment

No public comment was made.

5. Action Items

5.a. Approval of Minutes of the December 3, 2021 Meeting

On a motion by Sarai Gonzalez, seconded by Eric Smith, the board of directors voted to approve the minutes of the December 3, 2021 quarterly meeting, as amended. (Ayes: Curry, Gonzalez, Smith; Noes: None; Concur: Medina; Absent: Walthers)

5.b. Acceptance of Cash Donations of \$500 or Greater to PCPA

On a motion by Shelby Scott, seconded by Eric Smith, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of November 1, 2021 through January 31, 2022. (Ayes: Curry, Gonzalez, Smith; Noes: None; Concur: Medina; Absent: Walthers)

5.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater

On a motion by Eric Smith, seconded by Sarai Gonzalez, the board of directors voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of November 1, 2021 through January 31, 2022. (Ayes: Curry, Gonzalez, Smith; Noes: None; Concur: Medina; Absent: Walthers)

6. Information Items

6.a. Financial Report for Auxiliary Programs

Keli Seyfert reviewed the income statement and noted the fund balance was increased by \$64,000.

Jennifer Schwartz provided a brief PCPA financial report noting total revenues and a large surplus.

7. Oral Reports

7.a. Oral Reports

PCPA

Jennifer Schwartz shared the fund surplus is made up of the Shutter Venue Operators Grant, Shutter Venue Operators supplemental award, two Paycheck Protection Program (PPP) forgiveness loans, NEA award, Covid Relief award, Santa Barbara Foundation award, etc. and noted the government funding has been helpful while they could not perform.

She shared projected ticketing goals and noted they are in line with other U.S. theatres. Ms. Schwartz said they are on track for a surplus this year due to the generosity of Allan Hancock College and Shutter Venue Operators grant money and explained the budgeting plan to get them through fiscal year 2023.

Ms. Schwartz shared a new hire update and gave a summary of new grants. She also said the Marian Theatre is getting a new sound system, thanks to the college.

Mr. Smith inquired about the COVID-19 and masking protocols that PCPA will keep in place for campus visitors once some restrictions are lifted. Ms. Schwartz confirmed masking will be optional and no proof of vaccination or testing will be required. Mark Booher added staff and students are still following the campus vaccination mandate. There was continued discussion about how the COVID-19 protocols impacted attendance to campus events, including sports.

Mr. Booher shared one school was able to attend a student matinee show and it was a great experience. He provided a program update on upcoming performances and events.

ATHLETICS

Shelby Scott noted basketball is ending and baseball, softball, track, and golf are currently competing. She shared information about the gym floor, new logo project, and plans for the big logo reveal. Ms. Scott gave an update about the golf tournament/dinner fundraiser.

She shared information about the California Community College Athletic Association (CCCAA) COVID-19 regulations they are managing and announced a faculty coach and program assistant were newly hired within the athletics department.

Mr. Booher acknowledged his appreciation for the COVID-19 testing center on campus to assist with testing requirements.

ASBG

Saraí Gonzalez shared ASBG events for students were held including Black History Celebration and a Women's March. She said upcoming events will include Diversity Day, Career Day, Earth Day, and Asian History Celebration. ASBG is creating events for students to feel involved and connected on campus. She shared students are engaging in campus life and are appreciative of the campus events.

TRUSTEE

Trustee Medina attended *Secret Garden* and a couple of sporting events this semester.

8. Adjournment

Dr. Curry adjourned the meeting at 1:45 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 18, 2022
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.b.	Enclosures: Page 1 of 2

Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period of November 1, 2021 through January 31, 2022.

Date	Donations \$500 or Greater	Amount
11/5/21	Roz & John Phillips	\$1,000
11/16/21	Joan G. Sargen	\$4,863.20
11/22/21	Priscilla & Jim Alquist	\$1,000
11/22/21	Edwin & Caroline Woods	\$1,500
11/29/21	Mr. Gerald Shaw	\$500
12/1/21	Beverly Tracy	\$25,000
12/3/21	Bonnie & Ian Jacobsen	\$750
12/3/21	Wood-Claeyssens Foundation	\$20,000
12/6/21	Sharon Voigt Damerell	\$2,080
12/6/21	John & Sharon Henning	\$1,000
12/9/21	Michael Burke	\$1,080
12/9/21	Jon & Ann Gudmunds	\$1,000
12/9/21	Dr. & Mrs. Charles & Judy Markline	\$1,000
12/9/21	Eilene Okerblom	\$1,000
12/9/21	Patrick Lind	\$1,000

(continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500 or greater for the period of November 1, 2021 through January 31, 2022.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
12/9/21	Mr. Bruce Palmer	\$500
12/9/21	Steve & Cathy Pepe	\$1,000
12/10/21	Ralph Foster	\$500
12/13/21	Richard & Kate Riggins	\$500
12/13/21	Ms. Janet Ford	\$500
12/13/21	Marcia Ibsen	\$5,000
12/13/21	Sence Foundation	\$2,500
12/15/21	Mrs. Betty Ziegler	\$500
12/15/21	Jerry & Sharon Melson	\$2,500
12/20/21	Dr. Ann Foxworthy Lewellen	\$1,000
12/20/21	Ms. Sally Herald	\$750
12/21/21	Kay Blaney	\$500
12/22/21	John & Elise Gerich	\$500
12/22/21	Mr. & Mrs. George & Jane Roach	\$1,000
12/22/21	Mr. & Mrs. George & Jane Roach	\$2,500
12/22/21	Steve & Cathy Pepe	\$2,500
1/10/22	John & Marcia Hischer	\$1,000
1/10/22	Judy Frost	\$1,040
1/10/22	Steven & Shelly Brown	\$2,500
1/10/22	Klaudia Kobelt	\$520
1/10/22	Joan G. Sargen	\$500
1/10/22	James McLaughlin	\$500
1/10/22	Mr. Eric Neufeld	\$5,000
1/10/22	Valerie Pallai	\$1,000
1/10/22	Bruce & Marcia Beaudoin	\$1,000
1/10/22	Wes & Kathryn Fuerch	\$1,000
1/10/22	Mr. Jim Glines	\$500
Grand Total:		\$99,583.20



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 18, 2022
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 1

Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period of February 1, 2022 through April 30, 2022.

Date	Donations \$500 or Greater	Amount
2/11/2022	Mr. & Mrs. Richard & Cathy Lockett	\$10,550
2/22/2022	David Mills	\$2,500
3/3/2022	Towbes Foundation	\$7,500
3/8/2022	Jackie Eldridge	\$5,000
3/14/2022	Dr. José & Carmen Ortiz	\$500
3/21/2022	Klaudia Kobelt	\$1,000
3/15/2022	Chevron	\$1,500
3/21/2022	Mr. Kent Homchick	\$1,000
3/28/2022	Joel McCormick	\$1,000
3/28/2022	David Walker	\$5,000
3/29/2022	Ms. Sarah Barthel	\$500
4/1/2022	Margaret Wilder	\$1,000
4/4/2022	Ronald Peters	\$1,500
4/4/2022	Ms. Stephanie Fugate	\$500
4/25/2022	Perlman New Playwright Fund	\$6,250
4/25/2022	Henry E. & June G. Madson Trust	\$5,800
4/26/2022	National Endowment for Arts	\$39,161
4/28/2022	Cynthia Valdez	\$500
Grand Total:		\$90,761

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500 or greater for the period of February 1, 2022 through April 30, 2022.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 18, 2022
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of February 1, 2022 through April 30, 2022.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX (Feb, Mar, Apr)			\$3,040
NT/SUN (Feb, Mar, Apr)			\$4,374
KCOY/KKFX – On Air (Apr)			\$2,000
KRTO/KIDI/KTAP (Apr)			\$1,000
TOTAL:			\$10,414

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500 or greater for the period of February 1, 2022 through April 30, 2022.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 18, 2022
From: Eric D. Smith		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 3

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- PCPA Special Revenue Fund

The statements reflect financial data as of March 31, 2022.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 3/31/2022

REVENUES	
Local Revenues	1,832,421
Total REVENUES	1,832,421
EXPENDITURES	
Classified Salaries	1,889,053
Employee Benefits	444,765
Supplies and Materials	156,882
Other Operating Exp. and Services	362,709
Capital Outlay	17,572
Total EXPENDITURES	2,870,981
Excess of Revenues Over (Under) Expenditures	(1,038,560)
OTHER FINANCING SOURCES(USES)	
Other Financing Sources	1,536,294
Total OTHER FINANCING	1,536,294
OPERATING TRANSFERS OUT	
Other Outgo	161,333
Total OPERATING TRANSFERS OUT	161,333
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	336,401
FUND BALANCE:	
Fund balance, July 1	2,413,433
Current Balance	2,749,834

**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 03/31/2022**

REVENUES

Athletic Entry Fees	9,015
Interest and Investment Income	98
Other Local Revenues	56
Sales and Commission	116,613
Single Tickets	23,359
Total REVENUES	149,141

EXPENDITURES

District/College Support	4,971
Dues & Memberships	3,605
Equipment Rental	477
Field Trips	98,266
Food - Business Meetings/Events	19,519
Game Personnel (Athletic Events)	50,830
Graduation Supplies	930
Non Instr Printing	318
Office/Operational Supplies	7,955
Travel - All Travel Costs	2,250
Total EXPENDITURES	189,122

Excess of Revenues Over

(Under) Expenditures (39,980)

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	177,047
Total OTHER FINANCING	177,047

OPERATING TRANSFERS OUT

Scholarships	84,900
Total OPERATING TRANSFERS OUT	84,900

Excess of Revenues and Other

Financing Sources Over/(Under) 52,167

FUND BALANCE:

Fund Balance, July 1	378,040
Current Balance	430,207